

## PART IV - SECTION L

## INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

**3.1-1**

## Clauses and Provisions Incorporated by reference (December 2005)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:

<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

- 3.2.2.3-1 False Statements in Offers (July 2004)
- 3.2.2.3-6 Submittals in the English Language (July 2004)
- 3.2.2.3-11 Unnecessarily Elaborate Submittals (July 2004)
- 3.2.2.3-12 Amendments to Screening Information Requests (July 2004)
- 3.2.2.3-13 Submission of Information/Documentation/Offers (July 2004)
- 3.2.2.3-14 Late Submissions, Modifications, and Withdrawals of Submittals (July 2004)
- 3.2.2.3-16 Restricting, Disclosing and Using Data (July 2004)
- 3.2.2.3-17 Preparing Offers (July 2004)
- 3.2.2.3-18 Prospective Offeror's Requests for Explanations (February 2009)
- 3.2.2.3-19 Contract Award (July 2004)
- 3.13-4 Contractor Identification Number - Data Universal Numbering System (DUNS) Number (April 2006)

### 3.2.2.3-20 Electronic Offers (July 2004)

(a) The offeror (you) may submit responses to this SIR by the following electronic means see "L001 Submission of Offer" below. Your offer must arrive at the place and by the time specified in the SIR.

(b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions..

(c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.

(d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.

(e) Send your offer electronically to [clarence.davis@faa.gov](mailto:clarence.davis@faa.gov), or fax number (425) 227-1055.

(f) If you chose to send your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.

(End of provision)

### 3.2.2.3-72 Announcing Competing Offerors (July 2004)

(a) To encourage small businesses to seek subcontracting opportunities with possible FAA contractors, the Contracting Officer (CO) may publicly announce the names and addresses of offerors responding to this SIR before selection and award.

(b) Competing offerors (you) must notify the CO in writing, at the time you submit your proposal, if you do not want your name and address made public for subcontracting opportunities. The CO will not release your information if you request it be withheld.

(End of provision)

### **3.9.1-3 Protest (November 2002)**

AS A CONDITION OF SUBMITTING AN OFFER OR RESPONSE TO THIS SIR (OR OTHER SOLICITATION, IF APPROPRIATE), THE OFFEROR OR POTENTIAL OFFEROR AGREES TO BE BOUND BY THE FOLLOWING PROVISIONS RELATING TO PROTESTS:

(a) Protests concerning Federal Aviation Administration Screening Information Requests (SIRs) or awards of contracts shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A protestor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) Offerors initially should attempt to resolve any issues concerning potential protests with the Contracting Officer. The Contracting Officer should make reasonable efforts to answer questions promptly and completely, and, where possible, to resolve concerns or controversies. The protest time limitations, however, will not be extended by attempts to resolve a potential protest with the Contracting Officer.

(c) The filing of a protest with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A protest is considered to be filed on the date it is received by the ODRA.

(d) Only an interested party may file a protest. An interested party is one whose direct economic interest has been or would be affected by the award or failure to award an FAA contract. Proposed subcontractors are not "interested parties" within this definition.

(e) A written protest must be filed with the ODRA within the times set forth below, or the protest shall be dismissed as untimely:

(1) Protests based upon alleged improprieties in a solicitation or a SIR that are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for the receipt of initial proposals.

(2) In procurements where proposals are requested, alleged improprieties that do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested not later than the next closing time for receipt of proposals following the incorporation.

(3) For protests other than those related to alleged solicitation improprieties, the protest must be filed on the later of the following two dates:

(i) Not later than seven (7) business days after the date the protester knew or should have known of the grounds for the protest; or

(ii) If the protester has requested a post-award debriefing from the FAA Product Team, not later than five (5) business days after the date on which the Product Team holds that debriefing.

(f) Protests shall be filed at:

- (1) Office of Dispute Resolution for Acquisition, AGC-70,  
Federal Aviation Administration,  
800 Independence Ave., S.W.,  
Room 323,  
Washington, DC 20591,

Telephone: (202) 267-3290,  
Facsimile: (202) 267-3720; or

(2) other address as specified in 14 CFR Part 17.

(g) At the same time as filing the protest with the ODRA, the protester shall serve a copy of the protest on the Contracting Officer and any other official designated in the SIR for receipt of protests by means reasonably calculated to be received by the Contracting Officer on the same day as it is to be received by the ODRA. The protest shall include a signed statement from the protester, certifying to the ODRA the manner of service, date, and time when a copy of the protest was served on the Contracting Officer and other designated official(s).

(h) Additional information and guidance about the ODRA dispute resolution process for protests can be found on the ODRA Website at <http://www.faa.gov>.

(End of provision)

### **3.2.2.3-63 Site Visit (Construction) (July 2004)**

(a) AMS clauses 3.2.2.3-42, Differing Site Conditions, and 3.2.2.3-43, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded under this SIR. Accordingly, FAA urges and expects offerors to inspect the site where the work will be performed.

(b) There will be a site visit offered on **See Site Specific RFP**. Contractors who would like to attend the site visit must submit **See site specific RFP for site visit instructions**. If required, in the email please include the following information:

Company's Name:  
Name(s) of Representative(s):  
Title(s)  
Contact Phone Number:  
Email Address:

(c) FAA Point of Contact for the Site Visit **TBD**

(End of provision)

### **3.2.4-1 Type of Contract (April 1996)**

The FAA contemplates award of firm fixed priced contracts resulting from this Screening Information Request.

(End of provision)



## **Offeror's Requirements/Qualifications**

To be included in this QVL, Offerors must satisfy the following requirements and/or qualifications:

- a. Submission of a proposal (see Section L001) indicating intent for inclusion on the QVL.
- b. Offerors must be licensed roofing contractors who have been in business five (5) or more years and are licensed in one or more of the States in which the work is to be performed.
- c. Demonstrated expertise in membrane roof repair and/or replacement.
- d. Offeror must be certified by the roofing membrane manufacturer to install membrane and be able to provide at a minimum a twenty (20) year written factory warranty.
- e. The roofing manufacturer's inspector must be present at the job site at some point during construction to validate the roof installer's work.

### **L001 Submission Instructions**

All offerors seeking inclusion on this QVL must be a licensed roofing contractor in one or any combination of all States in which work is to be performed. All offerors must submit a separate business and technical proposal in an original and one (1) copy each which includes the following:

#### **1. Business Proposal:**

- a. Cover letter indicating intent to be included on the QVL; stating that no exceptions are taken to any requirements or terms and conditions in the SIR, or a detailed summary of all exceptions taken.
- b. Signed SOLICITATION, OFFER, AND AWARD Form (SF-1442) and, if applicable, any AMENDMENTS to the SIR (SF-30)
- c. Completed Part IV, Section K, REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS
- d. Completed Business Declaration Form

#### **2. Technical Proposal:**

- a. Proposals are sought from only licensed roofing contractors with recognized expertise in removing, replacing and/or repairing membrane roofing systems of the type(s) called for in the site specific RFQ. Prospective Offerors must submit a complete technical proposal which will include past performance data for which an offeror can demonstrate experience and expertise in removing and replacing membrane roofing systems over the past five years.

The past performance data must include references and a description of relevant past projects (no more than ten (10)) that will serve as examples of experience and expertise necessary for this project including the names of the agency or clients for which the work was done. Prospective offerors are also required to include a

description of the specific staff that comprised the project team including the project superintendent.

Offerors must include a list of the State(s) for which they are seeking to be considered for work along with a copy of their license(s) to work in that State(s).

The Offeror must also demonstrate that it has the capability to travel to any of the FAA sites and produce a written assessment of roof conditions with recommended solutions for which work might be done by listing the states in which it is licensed to routinely do business.

An Offeror must provide proof that it is certified by a membrane roofing manufacturer or be able to produce at a minimum a twenty (20) year written factory warranty.

- b. Provide five (5) references from the list of ten (ten) above with copies of the attached Customer Satisfaction Survey (see instructions below) and the contact information to include the Company name, Address, Phone and FAX number, Contact person and Scope of work.

The government reserves the right to use and evaluate any and all available information pertinent to any Offeror, in addition to the data incorporated in the submitted technical proposal, and which may be related to performance periods beyond the last five (5) years.

#### **L002 Submission of Customer Satisfaction Survey:**

All offerors are REQUIRED to have at least five (5) of the attached Customer satisfaction Surveys completed and returned to this office by a third party reference before the SIR deadline (see Submission Date and Place) below. Customer Satisfaction Surveys maybe emailed to: [clarence.davis@faa.gov](mailto:clarence.davis@faa.gov), or faxed to (425) 227-1055, Attention: Clarence Davis.

#### **Criteria #1: Licensed Roofing Contractor**

Offeror must be a licensed roofing contractor in one or more states listed in the schedule.

#### **Criteria #2: Past Performance & Experience**

Offerors must have been the business of roof repair/replacement for at least five (5) years and furnish at least five (5) references for roofing contracts. For each project used to demonstrate the offeror meets or exceeds the evaluation criteria, provide at a minimum the following information:

- a) Project title, description and contract number
- b) Client names, business address, phone numbers, and contact person
- c) Dollar Value
- d) Scope of work performed
- e) Performance period (i.e. dates and number of calendar days)
- f) Percentages of work subcontracted and nature of that work
- g) Any contractual issues or technical matters disputed, and resolution thereof.
- h) Any claims and resolution thereof (i.e., nature, number, dollar value).
- i) Any relevant information that would reflect on the Offeror's ability to meet schedule constraints.
- j) Any other pertinent information

**\*\*Customer Satisfaction Surveys** - submitted by third (3rd) party references (See Attached Form, Section J).

The offeror is required to have at least five (5) of the attached customer satisfaction survey forms completed and returned to this office before the closing date of this solicitation (See Section L002 – SUBMISSION OF CUSTOMER SATISFACTION SURVEYS for more information).

**Criteria #3: Ability to Travel to All FAA Sites**

Offerors must be able to travel to any FAA sites within the states for which they are on the QVL and provide a written assessment of roof condition and recommended solutions.

**Criteria #4: Certification and Warranty**

Offerors must be certified by the roofing membrane manufacturer and be able to produce a minimum twenty (20) year written factory warranty.

**Criteria #5: Roofing Manufacturer's Inspector**

The roofing manufacturer's inspector must be present at the job site at some point during construction to validate the roof installer's work.

**L003 Submission Date and Place:**

The due date for receipt of offers is June 23, 2011 at 4:00 PM, Pacific Daylight Time (PDT). Offerors wishing to submit qualifications, modification or withdrawal through the U.S. Postal Service, Certified and Registered mail, Special Delivery, or U.S. Postal Express Mail shall be addressed to:

DOT, Federal Aviation Administration  
Acquisition Group – ANM 52  
ATTN: Clarence Davis  
1601 Lind Avenue, S.W.  
Renton, WA 98057

**L004 Hand Carried Offers, Modifications, and Withdrawals:**

Hand-Carried offers, modifications or withdrawals of offers, and modifications or withdrawals of bids, Hand Delivered by other types of express mail services (Commercial Carrier, e.g. Federal Express, United Parcel Service, Airborne Express, etc.) Shall be Hand Delivered to:

DOT, Federal Aviation Administration  
Customer Service Center (First Floor)  
Acquisition Group – ANM-52  
ATTN: Clarence Davis  
1601 Lind Avenue S.W.  
Renton, WA 98057